

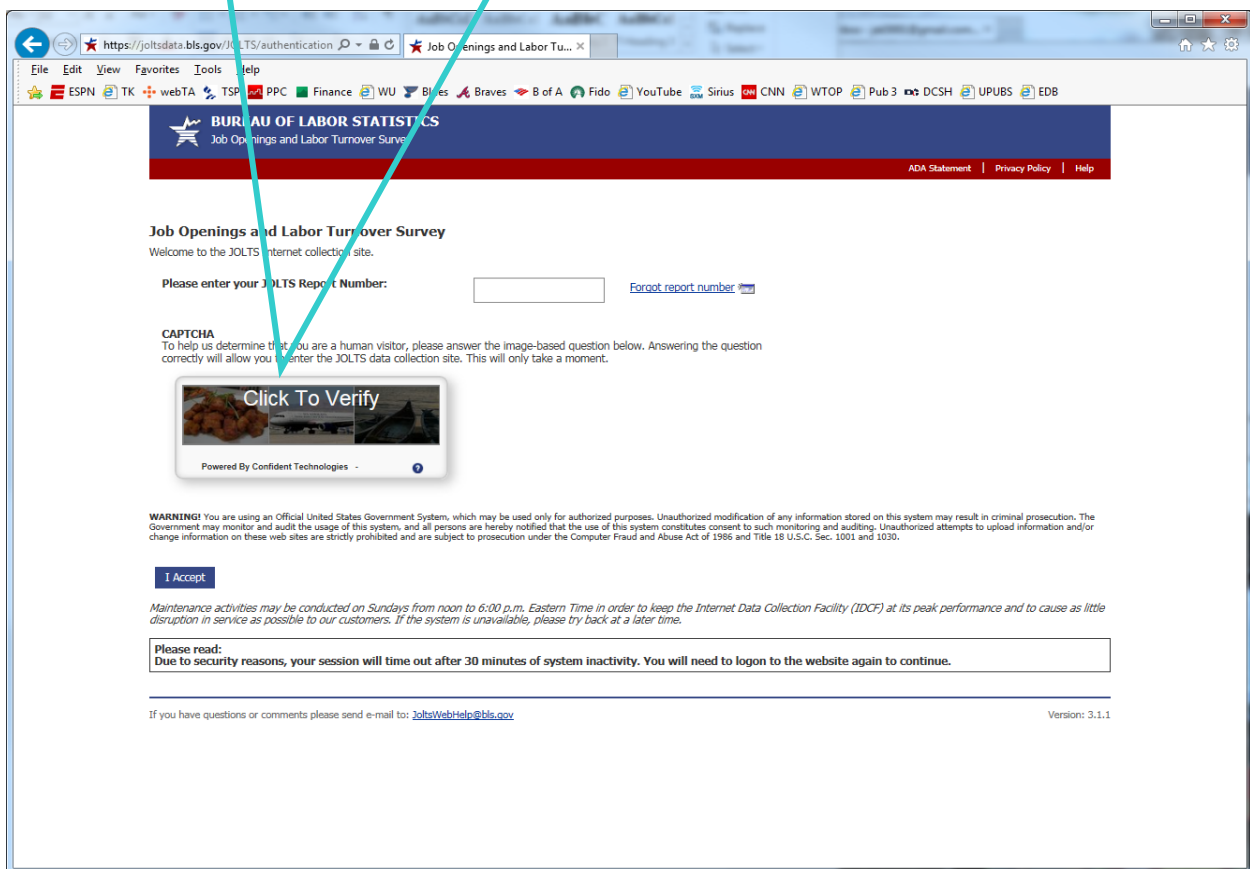
Reporting JOLTS Data on the BLS Internet

1. Link to <https://joltldata.bls.gov> Please note that the “s” in “https” is required.

If you experience any issues using the website, send an e-mail to JOLTSWebHelp@bls.gov. This e-mail link is at the bottom of every page of the reporting site.

2. Enter your report number in the first box. Your report number will be printed in the **subject line** of the e-mail reminder you receive when it is time to report.

3. Click the “Click To Verify” box then select the described picture. Then click on the “I Accept” button below the box.



The screenshot shows the JOLTS authentication page. A red callout box highlights the 'Click To Verify' step, which involves clicking on a box labeled 'Click To Verify' and then selecting the described picture. Below this, there is an 'I Accept' button. The page also includes a 'Please enter your JOLTS Report Number:' field, a 'Forgot report number' link, and a 'CAPTCHA' section. At the bottom, there is a 'Please read:' section with a warning about session timeout and a footer with contact information and version details.

BUREAU OF LABOR STATISTICS
Job Openings and Labor Turnover Survey

Job Openings and Labor Turnover Survey
Welcome to the JOLTS Internet collection site.

Please enter your JOLTS Report Number: [Forgot report number](#)

CAPTCHA
To help us determine that you are a human visitor, please answer the image-based question below. Answering the question correctly will allow you to enter the JOLTS data collection site. This will only take a moment.

Click To Verify
Powered By Confident Technologies

WARNING! You are using an Official United States Government System, which may be used only for authorized purposes. Unauthorized modification of any information stored on this system may result in criminal prosecution. The Government may monitor and audit the usage of this system, and all persons are hereby notified that the use of this system constitutes consent to such monitoring and auditing. Unauthorized attempts to upload information and/or change information on these web sites are strictly prohibited and are subject to prosecution under the Computer Fraud and Abuse Act of 1986 and Title 18 U.S.C. Sec. 1001 and 1030.

I Accept

Maintenance activities may be conducted on Sundays from noon to 6:00 p.m. Eastern Time in order to keep the Internet Data Collection Facility (IDCF) at its peak performance and to cause as little disruption in service as possible to our customers. If the system is unavailable, please try back at a later time.

Please read:
Due to security reasons, your session will time out after 30 minutes of system inactivity. You will need to logon to the website again to continue.

If you have questions or comments please send e-mail to: JoltsWebHelp@bls.gov Version: 3.1.1

If you have any questions regarding the data you are reporting, please call 1-800-341-4620.

4. The welcome screen is next. Click on “Continue” when you are ready to enter your data.

5. Select the reference month and enter your data. Only the two most recent reference months are available to report. Be sure to enter a value in the box for each data item you can report. If any data item is not available, leave the box blank. Click “Continue” once you are finished entering your data.

Report Number: 099999991

Report the data items below for the report month of (select month and year):

☐ March 2016
☐ April 2016

	A	B	C	D	E	F	G
	Total Employment	Job Openings	Hires	Quits	Layoffs and Discharges	Other Separations	Total Separations
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Continue](#)

6. After you enter your data, click on the “Submit Data to BLS” button to finish, or the “Edit” button to return to the previous screen.

Please review your data and edit or submit

Report Number: 099999991

Review items reported for the month of April 2016

	A	B	C	D	E	F	G
	Total Employment	Job Openings	Hires	Quits	Layoffs and Discharges	Other Separations	Total Separations
April 2016	71	3	6	3	1	1	5

[Submit Data to BLS](#) [Edit](#)

If you have questions or comments please send e-mail to: jobsWebHelp@bls.gov Version: 3.1.1

If you have any questions regarding the data you are reporting, please call 1-800-341-4620.

7. After submitting your data, you will be taken to a confirmation page. Here you can view the data you have submitted, print your data, and view your confirmation number. If you received a confirmation number, your data were submitted successfully. If not, a problem occurred so please re-enter your data.

The screenshot shows a web browser window with the URL <https://joltldata.bls.gov/JOLTS/data/submitData>. The page header includes the Bureau of Labor Statistics logo and the title "Job Openings and Labor Turnover Survey". A confirmation message states: "Thank you for reporting your data! Your data have been sent to BLS. Your Confirmation Number is 981246. Please report again next month." Below this, the report number "099999991" is displayed. A table titled "Report for the month of April 2016" shows the following data:

	A	B	C	D	E	F	G
	Total Employment	Job Openings	Hires	Quits	Layoffs and Discharges	Other Separations	Total Separations
April 2016	71	3	6	3	1	1	5

A "Print" button is located below the table. A note states: "NOTE: If you made a data entry error or selected the incorrect month, click the 'Enter data for a report number' link below." At the bottom, there are three sections: "To Report More Data" with a link "Enter data for a report number", "To Obtain More Information about JOLTS Data" with links "See how your data were used last month", "Economy at a glance", "BLS Home Page", and "JOLTS data", and "JOLTS Forms" with a link "Get New Form". The footer includes the email "joltswbhelp@bls.gov" and the version "3.1.1".

8. If you need to enter data for another report number or a different month click the corresponding link in the bottom left. If you need to make corrections to already submitted data, log in and resubmit all the data items for that reference month. The newer data submission will be kept.

If you have any questions regarding the data you are reporting, please call 1-800-341-4620.